





FOUR STAGES OF RESEARCH

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|---------|-------------------------------|--|
| STAGE 1 | <h2>PREPARE for Research</h2> |  <ul style="list-style-type: none"> <input type="checkbox"/> Brainstorm your topic to determine your focus <input type="checkbox"/> Ask questions you'd like to answer <input type="checkbox"/> List key words for searches |
| STAGE 2 | <h2>ACCESS Resources</h2> |  <ul style="list-style-type: none"> <input type="checkbox"/> Locate a variety of appropriate resources <input type="checkbox"/> Use key words in searches <input type="checkbox"/> Select information, by skimming and scanning <input type="checkbox"/> Gather information, using jot notes |
| STAGE 3 | <h2>PROCESS Information</h2> |  <ul style="list-style-type: none"> <input type="checkbox"/> Analyze and evaluate your information (check accuracy, relevance, authority and point-of-view) <input type="checkbox"/> Sort relevant information into an outline or using a graphic organizer <input type="checkbox"/> Document all sources of information (*see back) |
| STAGE 4 | <h2>TRANSFER Learning</h2> |  <ul style="list-style-type: none"> <input type="checkbox"/> Revise your work <input type="checkbox"/> Decide on appropriate presentation format <input type="checkbox"/> Present your research (oral and/or written) <input type="checkbox"/> Use your research to understand and learn more |

How to Cite References

There are two main ways to cite references: the MLA format and the APA format. The APA style is shown below. Pay close attention to italics and punctuation.

An article in a magazine or newspaper

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of periodical, volume number, pages.*

e.g. Welldon, C. (2005, April). Addressing the gender gap in boys' reading. *Teacher Librarian*, 32, 44-45.

A book or brochure

Author, A. A. (Year of publication). *Title of work: Subtitle.* Location: Publisher.

e.g. Ellis, D. (2002). *Parvana's Journey.* Toronto: Groundwood Books/Douglas & McIntyre.

An entry in an encyclopedia

Author, A. A. (Year of publication). Title of work. In *Name of encyclopedia* (Vol, pages), Location: Publisher.

e.g. Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

A web page

Author, A. A., & Author, B. B. (Date of publication). *Title of web page.* Retrieved month date, year, from <http://Web address>.

e.g. Neyhart, D. and Karper, D. (2001). *OWL Online Writing Lab: Using APA Format.* Retrieved August 23, 2005, from http://owl.english.purdue.edu/handouts/research/r_apa.html

A video or movie

Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

e.g. Jones, L. M. (Producer), & Millbrook, D. J. (Director). (2000). *One of a Kind Movie* [Motion picture]. Canada: Atlantis Films.

A television show

Producer, P.A. (Producer) (Date of publication). Title of show. [Television broadcast]. City of origin: Studio or distributor.

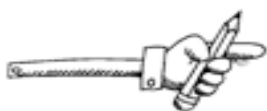
e.g. Someone, P. (Producer). (2000, October 12). *Building skyscrapers.* [Television broadcast]. Toronto: Canadian Broadcasting Service.

A music recording

Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On *Title of album* [Medium of recording]. Location: Label. (Recording date if different from copyright date)

e.g. Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

PLAGIARISM



A Warning about Plagiarism

Plagiarism is defined as the taking and using of another person's thoughts, writings, plot, etc. as your own. In effect, it is the stealing of words.

YOU HAVE PLAGIARIZED IF:

- you copy or rewrite someone else's words from a book, CD-ROM, encyclopedia, web page, etc.

YOU HAVE NOT PLAGIARIZED IF:

- you consult references and put them into your own words, AND
- give credit to the original writer by citing him/her in your references

Consequences for Plagiarism can range from earning a "0" on an assignment (when in elementary school) to expulsion from university to being taken to court.

Best advice: **DON'T PLAGIARIZE!**

REFERENCES

Neyhart, D. and Karper, D. (2001). *OWL Online Writing Lab: Using APA Format*. Retrieved August 23, 2005, from http://owl.english.purdue.edu/handouts/research/r_apa.html

Ontario School Library Association. (1999). *Information Studies, Kindergarten to Grade 12: Curriculum for Schools and School Library Information Centres*. Toronto: Ontario Library Association.

Ontario School Library Association. (2002). *Research Portfolio*. Toronto: Ontario Library Association.

